

## PART IN-544 EQUIPMENT

### IN-544.05 State Procedures

#### (c) General

(1) This part states policy for the care and maintenance of engineering equipment. Engineering equipment, as discussed in this part includes dumpy levels, self-leveling levels, transits, theodolites, electronic measuring equipment, GPS receivers, total stations, laser levels, hand levels, level rods, tapes, range poles, drafting machines, planimeters, Atterberg testing apparatus, and all construction inspection equipment.

(2) It is essential that all engineering equipment be maintained in good operating condition in order to maintain a high quality conservation program and to assure the accuracy and most efficient use of equipment throughout its life expectancy.

(3) The directions and instructions regarding instrument care and handling outlined in Chapter 1 of the Engineering Field Handbook and the provisions of Title 120, GM, Part 405, Personal Property, regarding property accountability and responsibility, will be followed by all personnel using this equipment.

#### (d) Responsibility

(1) Although the overall responsibility for care and maintenance of all equipment rests with the Assistant State Conservationist for Field Operations, the field engineer is responsible for the checking and adjusting of all instruments assigned to the field. The District Conservationist or his/her designee is responsible for scheduling instrument checks for all surveying equipment assigned to the field office. Project engineers are responsible for the condition, checking and adjusting of all equipment assigned to the watershed construction units.

(2) All cleaning, adjustment and maintenance work will be done by an individual thoroughly familiar with the procedures or under the supervision of a qualified engineer or engineering technician.

#### (e) Procedures

(1) All surveying instruments used by the Conservation Partnership will be checked at least once each year and at any other time during the year when it is suspected that the instrument may be out of adjustment. Form IN-ENG-37, "Record of Instrument Cleaning, Checks and Adjustments", will be used. Form IN-ENG-37 will be securely fastened inside the carrying case of all instruments or the forms for all instruments will be maintained in a ring binder by the responsible engineer. An allowable error for each instrument will be established and posted on the individual Form IN-ENG-37 by the engineer serving the field office. The degree of error allowed will be based upon the potential use of the instrument and the required accuracy of the work for which it is used.

(2) All other equipment such as level rods, tapes, range poles and construction inspection equipment will be properly cared for and checked for accuracy as determined by the field or project engineer.

(3) When engineering equipment is out of adjustment or minor repairs are needed to the degree that cannot be provided in the field, arrangements for their repair will be made by the Assistant State Conservationist for Field Operations.